



CONTRACT CLOSEOUT CHECKLIST

This checklist is to be reviewed and completed within 90 days of the end of the contract. Complete each section and provide an explanation where appropriate. Review only documentation and records applicable to the contract. Refer to the contract closeout procedures document for additional information.

Vendor Name:	
PO/Contract #:	

Term Dates	Begin Date	End Date
Initial Contract Term		
Renewal Option Term 1		
Renewal Option Term 2		
Renewal Option Term 3		
Renewal Option Term 4		

POCN Date	POCN Description

Applicable Contract Documentation	Present	Missing	N/A	Date Completed
Contract including all exhibits, attachments, and appendices				
Purchase Order including renewals				
Purchase Order Change Notices				
Executive Justification Memos and Approvals (if required)				
Official communication between the Vendor and the Agency				

Contract Activities	Yes	No	Date Completed/Comments
Contract issues resolved			
Vendor met all terms and conditions as specified in the contract			
Goods/Services satisfactorily received and verified			
Vendor performance reporting completed			
Final invoices received, processed, and paid			
Additional funds released			

Records Retention & Disposition Completed		
Scheduled Disposition Date	Actual Disposition Date	Comments

Signature: _____

Date: _____

Division: Contract and Asset Management